

5010-104

UNITED STATES GOVERNMENT

Memorandum

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CONFIDENTIAL

TO : Director of Training

DATE: 9 July 1965

FROM : Registrar, TR

SUBJECT: Weekly Activities Report No. 18
6 - 9 July 1965

25 YEAR RE-REVIEW

I. SIGNIFICANT ITEMS

None

II. OTHERS

B A. In view of the increasing emphasis placed in the Agency on ADP, arrangements have been made with American University to include a basic ADP course in our Fall Off-Campus Program. This is a pilot venture in order to determine Agency interest in ADP training. If sufficient interest is shown, we would hope to increase our off-campus offerings and possibly gear it to the "Certificate Program in Data Processing" offered by American University.

B. As a result of talks between [] and various 25X1 CIA ADP units, a draft of an internal basic course in ADP is being prepared and coordinated. There appears to be considerable demand for such a course from such varied Agency components as the Inspector General's Office and the Office of Personnel. We shall continue to explore the possibilities of such a program and will make a recommendation to you concerning this matter.

C. In our last report, mention was made of negotiations on training [] 25X1 We had recommended use of 25X1 LTS against the Division's request for FSI. Mr. [] of FE Division contacted Mr. [] and apparently convinced Mr. 25X1 [] that his requirement would actually require a native speaker. We have, therefore, approved [] entry into FSI 25X1

D. Papers have been submitted to the Assistant Secretary of Defense-Comptroller nominating [] BPAM, for the 25X1 Systems Analysis Course to be given by the Institute for Defense Analysis. Although this was not acted upon by TSB because of the need to act fast in this matter, [] nomination was 25X1 coordinated with []

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E. Due to the recent decision by [] to require various OTR components to handle their own travel orders and vouchers, this office arranged for a six-hour course on travel to be given by [] of the Ops Staff for all OTR personnel involved in the processing of travel orders and travel vouchers.

25X1

B F. At the request of the Executive Director-Comptroller a training program for [], CIA PRO designate, was recommended for consideration. The program was in essence the nine-week Headquarters' phase of CT training. Colonel White suggested a briefing by the various directorates in lieu of the management course at [] beginning 8 August. He asked if I would draft such a schedule and present it to him for consideration.

25X1

B G. Concerning the Civil Service Commission Summer Employee Program, I have been in touch with [] of our Personnel Office and with the Civil Service Commission. [] and I both agree that our Entry-on-Duty Orientation for the summer employees plus briefings in the individual offices to which summer employees are assigned appear to meet the requirements for in-house training. The Office of Personnel will advise other components of their responsibilities in this matter suggesting the kind of briefing or meeting with the office chief such as has been done by the DTR and by further orientation such as I have held for the OTR summer employees. We have requested identification cards for 81 of the summer employees in order that they might attend the two general sessions to be held at the Sheraton-Park Hotel and the White House.

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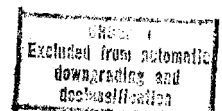
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Attachments:

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Memorandum

TO : Registrar/TR

DATE: 9 July 1965

FROM : Chief, External Training Branch, RS/TR

SUBJECT: Weekly Activities Report No. 18
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1. During the past week [] OC, and [] FE, were debriefed upon their return from the Armed Forces Staff College and the Naval War College. [] AF, received an administrative briefing prior to his departure to the Naval War College.

All of the outgoing senior officers have received their administrative briefings with the exception of the local programs. Our plan is to complete all briefings prior to the 19 July orientation. By beginning our payroll procedure early, we hope that most problems will surface before the students return for the orientation and thereby eliminate the necessity of several trips over to us during their last office days before departure.

2. At the request of Dr. James Frith, Acting Dean of the FSI Language School, we have given a rough estimate of CIA enrollments for FY 1966 in 14 specified languages. This list does not include some of the languages we normally utilize at the FSI. Following the statement you received from [] on LTS capability and availability in these languages, I then queried the Clandestine Services Desks on the remaining languages. The following projection was relayed to Dr. Frith:

Language

Estimated Nos.
of Enrollments

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3. Although we feel that last minute cancellations and substitutions are our usual fare, apparently we compare favorably to other Government agencies. Lt. Cdr. Ralph Enos, new coordinator for the New London Submarine Indoctrination Course, has now officially assigned CIA a fixed quota of one for each running of the course. He said, "you people have always used our invitations and never cancel." This is a break through for us. Our next candidate is [redacted] NPIC, for the 26 July class.

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4. Yesterday afternoon the NE Training Officer called and requested for [redacted], Acting Chief, NE, who in turn was requesting for [redacted] the following information: how many people are (1) in training, (2) projected for training, and (3) have had training in the last five years in [redacted]

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[redacted] NE also requested the same information on internal training from LTS. They needed the answer before close of business. At the present moment there are only three students in training and six projected for [redacted] There are no [redacted] requirements. C/AIB provided a list including [redacted] former students. To this list we added [redacted]

[redacted] I telephoned the combined list to the NE Training Officer. I assume my additions to the list are due to the present status of the student [redacted]

5. Our three summer employees have completed eight working days. During this time they have culled through old files (stored in our vaulted area) and eliminated folders through the letter "L" thereby reducing our seven shelves of folders down to four shelves.

From these folders they have reviewed 1,619 external training requests and verified 952 to be correct as stated. These verifications are made by travel vouchers, certificates of completion, etc., that are in the individual folders. Notations are made on the reverse side of the training request. The supporting documents are either destroyed or sent to Personnel. They are presently working at a rate of 70 training requests per man per day. This is more than I would have expected for their first week. We have 17 feet of files arriving from the Records Center on Monday. /

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